

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: Specialist Extension Projects

Class Code: 7-19

Position Level: 07

FLSA Status: NON-EXEMPT

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

This position coordinates special and routine departmental events. Manages all public relations. Handles office contacts and publications. Performs regular and advanced clerical functions. Answers telephones and greets clients/visitors and directs the individual to the appropriate department/person. Provides staff support to supervisor. Prepare routine documents and correspondence.

KEY RESPONSIBILITIES

1. *Answers phone inquiries from clients/visitors and directs them to appropriate department/individual.
2. *Coordinates all aspects of increasingly successful annual event "Florida Keys Tropical Fruit Fiesta"
 - a. Manages all public relations of event including researching, writing, press releases, contact with media, and coordinating with UF Communication Department.
 - b. Arranges lecture schedule with regional experts.
 - c. Procures monetary and in-kind sponsorships.
 - d. Partners with community groups and agencies, public and private entities, other County departments, other counties, US Navy, local artists, vendors.
 - e. Designs pictorial exhibits, brochures, and publications with computer.
 - f. Solicits and coordinates volunteers and works with community advisory committee.
3. *Writes all press releases and public service announcements for departmental events, presentations, and activities.
4. *Produces and writes a monthly Master Gardener newsletter and departmental monthly report.
5. Designs report forms and newsletters.
6. *Answers horticulture related queries by phone or in person when appropriate by researching, compiling information from files, books, Internet, personal knowledge or contacting UF program specialists.
7. *Assists Extension Service agents prepare educational presentations (gather materials, create materials, etc.).
8. *Creates or assists with creation of various Extension Service information displays, brochures and publications (requiring knowledge of graphics and desktop publishing programs: MS Publisher, MS Word, and use of digital camera and scanner for images).
9. *Maintains publication collection.
10. Proof reads draft documents.
11. Handles staff scheduling and assists agents with fieldwork.
12. Handles incoming and outgoing mail.
13. Maintains office mail and publications databases (MS Access, MS Excel).
14. Assists staff with website maintenance.
15. Coordinates other special activities as required.

***Indicates an essential job function.**

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Position Title: Specialist Extension Projects**Position Level: 7**

	KEY JOB REQUIREMENTS
<i>Education:</i>	High School Diploma or GED required. Some College coursework preferred.
<i>Experience:</i>	2 years to 3 years prior related work experience required.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

Position Title: Specialist Extension Projects**Position Level: 7****APPROVALS***Department Head:*

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____